

MASTER INSTRUCTOR
PACE II Review Sheet

Be sure to include the following with your Instructor Application:

1. **APPLICATION FORM** identifying the courses you wish to teach.
 2. **RESUME** – Supports the Occupational Experience letter
 3. **INSTRUCTOR ORIENTATION** – *Submit copy of course certificates*
 - ☐ Attend an Orientation within the past 12 months
 - OR
 - ☐ Be a currently registered CFSTES instructor (FSTEP does not qualify)
 4. **INSTRUCTOR TRAINING** – *Submit copies of course completion certificates for each of the following:*
 - ☐ Fire Instructor 1A
 - ☐ Fire Instructor 1B
 - ☐ Fire Instructor 2A
 - ☐ Fire Instructor 2B
 - ☐ Fire Instructor 2C
 - ☐ Fire Instructor 3
 5. **COURSE WORK**
 - See #4 above.
 6. **OCCUPATIONAL EXPERIENCE** – *Submit a letter signed by your supervisor or chief on department letterhead that provides sufficient detail to evaluate this experience.*
 - Hold the position of training instructor for a minimum of 3 years within a California fire department (career or volunteer)
 - Level 1: training instructor only
 - Level 2/3: training instructor with course specific expertise.
 7. **TEACHING EXPERIENCE** – *Submit a letter signed by your chief or college coordinator on department letterhead that provides sufficient detail to evaluate this experience.*
 - You must have completed at least 160 hours of teaching within a fire service related program.
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